

Michigan Department of State
Record Lookup Request for Governmental Agencies

If you are **not** requesting information for a Governmental Agency, use form **BDVR-153** if requesting **your own record**, or form **BDVR-154** if you are requesting records on someone other than yourself.

Section 1. Requestor (Please print or type all information.) *

Governmental Agency Name *		Representative's Name and Title	
Mailing Address			File or Claim Number
City	State	Zip	Daytime Telephone Number () -

Section 2. Department of State Account Number

☐ To my knowledge, this agency has not been assigned a Department of State Account Number. **A cover letter, with our Government Agency letterhead, is enclosed requesting an account number be issued for current and future use.** ☐ Department of State Account Number _____

☐ **Certified record needed**

Section 3. Driver Information (If you only want a driver record, leave Section 4 blank.)

<input type="checkbox"/> Current Driving Record for: <i>(Shows current address)</i> <div> <input type="checkbox"/> Employment or Insurance <input type="checkbox"/> Court <input type="checkbox"/> Other: _____ </div>		<input type="checkbox"/> Current Application or Application History from ____/____/____ to ____/____/____		<input type="checkbox"/> Address History from ____/____/____ to ____/____/____	
Driver's Full Name (First, Middle, Last)		Driver License Number		Birth Date	
Driver's Full Name (First, Middle, Last)		Driver License Number		Birth Date	

Section 4. Registration or Title Information (Insurance information is not available.)

License Plate or Registration Number						Vehicle Year		Vehicle or Watercraft Make				Vehicle or Hull Identification Number																			
<input type="checkbox"/> Computer Printout showing Vehicle Ownership and Lien Information <input type="checkbox"/> Registration (copy of registration) Date of Loss _____										<input type="checkbox"/> Copy of Current Title Application and Related Forms <input type="checkbox"/> Complete Title History <input type="checkbox"/> Partial Title History from ____/____/____ to ____/____/____										Check box if you want: <input type="checkbox"/> All motor vehicles registered or titled to this owner. <input type="checkbox"/> All other registered or titled assets for the owner indicated.											
Owner(s) Name														<div>For Office Use Only</div>																	
Owner(s) Address																															
City								State				Zip																			

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SECTIONS 1, 2 AND 5 MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST FOR RECORDS

Section 5. Certification (This section must be completed or request will not be processed.)

I (we) certify that this requested record information is for use by a federal, state, or local governmental agency, including a court or law enforcement agency in carrying out the agency's functions, or by a private person or entity acting on behalf of a governmental agency in carrying out the agency's functions. I (we) also certify that the information and statements on this request are true and correct and comply with the provisions of state and federal driver privacy protection law. I understand that the willful unauthorized disclosure of personal information obtained from these record(s) for a purpose not outlined by my government employing agency, or the sale or other redisclosure of information to a person or organization not identified in this request, may result in penalties imposed under MCL 28.295a, 257.903, 324.80130d, 324.80319a, 324.81120, 324.82160 and other provisions of law.

X _____

Signature of Requestor – form must be signed or request will not be processed.

____ / ____ / ____
Date

Warning: Under Michigan law, a person who makes a false representation or false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in the Michigan Driver Privacy Protection Act (DPPA, 1997 PAs 99 - 102, as amended) is guilty of a felony, which may be punishable by imprisonment of up to 15 years, or a fine of up to \$15,000, or both.

Instructions For Completing This Form

Fill out as much information about your request as you can. Accurate and complete information will help us locate the record(s) you want. Please include a daytime telephone number in case we have questions about your request. **Sections 1, 2, and 5 must be completed in order to process your request.**

Government agencies that do not have a Michigan Department of State account number need to enclose a cover letter on Government Letterhead, along with this request form, requesting that an account number be issued for current and future use. A cover letter will not be necessary if you already have a Michigan Department of State account number and documented that number on this request form.

*** A private person or entity acting on behalf of a governmental agency in carrying out the agency's functions must submit a letter from the governmental agency which describes in detail why the work is being done and why the person or entity needs the personal information.**

For driver records, include as much detail in Section 3 as possible. If you just need the name, address, or driving status, request the current record only. If you only want a driver record, do not complete Section 4.

Personal identification card information is also available. Complete Section 3, Driver Record Information, substituting the identification card number for the driver license number. Leave the last two spaces of the driver license number field blank.

For vehicle information, include as much detail as possible. The owner's name should be the owner of record, not a purchaser who has not yet titled the vehicle. If you just need name, address, or ownership verification, request only a registration record.

Information about insurance certificates shown at the time of plate renewal is not available.

For watercraft, snowmobile or ORV records, complete Section 4, Registration or Title Information, substituting the watercraft or snowmobile registration number for the license plate number. Include as much information as you can about the watercraft, snowmobile, or ORV.

Mail completed form to:

**Michigan Department of State
Record Lookup Unit
7064 Crowner Drive
Lansing, Michigan 48918-1540**

See the above guidelines on completing this form or call **517.322.1624** for help in completing this form.

Completed requests may be faxed to **517.322.1181**, but must be charged to a credit card or account.



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